



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

31-08
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Employees' Retirement System of Georgia 254 Washington St., SW, Room 592 Atlanta, Georgia 30334		DEC 8 1972	424 DEC 12 1972
4. Person to Contact W. L. Brown		5. Working Title Retirement Counselor	6. Tel. No. 656-2960

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1/1/50 - Present	9. Exact Series Title Inactive and Refunded Retirement Membership Case Files
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10. What is the function of the office in which this record series is created?

The function of this office is to administer a retirement system to provide retirement allowances and other benefits for employees of the State of Georgia and political sub-divisions thereof in accordance with the Act of February 3, 1949 (Acts, p. 138). The program is administered for (1) Employees of the State of Georgia, (2) Judges, (3) School Employees and are created as a result of (but not limited to) the following activities: establishing membership; receiving contributions from members and matching funds from State Agencies; investing funds received; handling withdrawals, retirements and death claims; and acting as a central office in State Government to collect, receive and disburse Social Security funds.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
1. These documents relate to administration of the Employees' Retirement System of Georgia.
 2. Included are Case Files of Inactive and Refunded members of the Employees Retirement System.
 3. These files are arranged numerically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Record	
Letter-size File Drawers	2	8 cu.ft		6	12 cu. ft		
Legal-size File Drawers	None	None	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
2 Remington Rand Lektrievers	232	348 cu.ft		This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	175	150		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|---|--|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | <input checked="" type="checkbox"/> [XX] |
| 16. Does the series contain classified information requiring security handling?
May constitute invasion of personal privacy. | <input checked="" type="checkbox"/> [X] | [] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input checked="" type="checkbox"/> [X] | [] |
| 18. Could the function be performed if the files were lost or destroyed? | [] | <input checked="" type="checkbox"/> [XX] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input checked="" type="checkbox"/> [X] | [] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> [X] | [] |

24. REQUIREMENTS. The following requires the files to be kept 50 years:

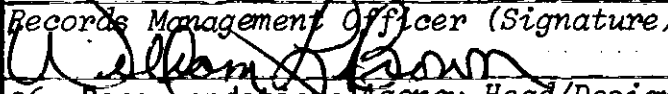
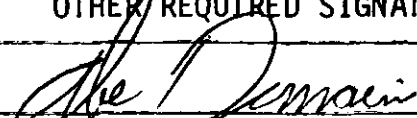
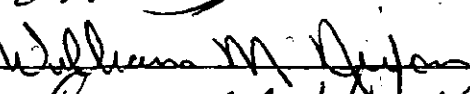
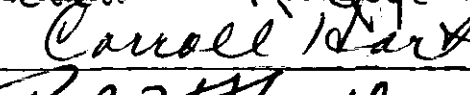

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Essential information about each member service credit & contribution.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER Each Even Fiscal Year, then:

- ☒ Hold in the current files area month(s)/ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☒ Transfer to State Archives ~~for permanent retention~~, hold 48 years; then destroy.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)  Date <u>12-1-72</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved are: <u>424</u>		<u>12-1-72</u>
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	 <u>12-11-72</u>  <u>12-8-72</u>  <u>12-12-72</u>